

**APPLICATION FOR THE POST OF ASSISTANT COMMISSIONER (FINANCE)  
ON DEPUTATION BASIS IN NAVODAYA VIDYALAYA SAMITI**

<b>General Information to Ascertain the Eligibility</b>	<b>Indicate Yes/No</b>
Do you possess a bachelor's degree in Commerce from a recognized University?	
Are you serving in Government Department / organization?	
Are you Holding analogous post with Pay Level - 11 in the parent cadre with experience in Finance and Accounts / Audit Matters?	
Are you possessing 08 years experience in the Pay Level-7 in the Pay Matrix of 7 <sup>th</sup> CPC in Finance and Accounts / Audit matters?	
Whether your age is exceeding 56 years as on cut-off date i.e. <b>01.04.2023</b> ?	

**A. PERSONAL DETAILS:**

1. Candidate's Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Mother's Name : \_\_\_\_\_
4. Category (UR/SC/ST/OBC) : \_\_\_\_\_
5. Gender (Male/Female/TG) : \_\_\_\_\_
6. Date of Birth(dd/mm/yyyy) : \_\_\_\_\_ (as per class X certificate)
7. Age as on **01.04.2023** : Year(s)\_\_\_\_\_, Month(s)\_\_\_\_\_, Day(s)\_\_\_\_\_

Affix recent passport size colour photograph
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**B. CONTACT DETAILS:**

1. Present Address : \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 State / UT \_\_\_\_\_ Pin Code \_\_\_\_\_
2. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 State / UT \_\_\_\_\_ Pin Code \_\_\_\_\_
3. Contact Number : Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_
4. E-mail ID : \_\_\_\_\_

[All correspondence will be made through this mail only]

**C. QUALIFICATION DETAILS**(in chronological order from Secondary [class -X] onwards) [Copies of supporting documents are to be enclosed]:

Class / Course	Board / University	Institute	Year of Passing	Subject / Specialization	%age of marks obtained

**D. EXPERIENCE**(in chronological order) [Experience Certificate issued by the Competent Authority is to be enclosed] since joining service in Government Department / Organizations:

Post Held	Organization	Type of Organization	Pay Level [as per 7 <sup>th</sup> CPC in CDA pattern]			Nature of Duties	Period	
			Pattern [CDA / IDA]	Level in Parent Deptt.	Pay Level as per 7 <sup>th</sup> CPC		From	To
Total Experience in Level-7 and above: ____Year(s)____Month(s)								

**E. DETAILS OF PRESENT EMPLOYER:**

1. Name of Department where presently working : \_\_\_\_\_
2. Present Place of posting with address : \_\_\_\_\_  
: \_\_\_\_\_
3. Present Post Held : \_\_\_\_\_
4. Date of appointment on present post : \_\_\_\_\_
5. Pay Level of Present Post held by the Candidate : \_\_\_\_\_(as per 7<sup>th</sup> CPC Pay Matrix)
6. Present Basic Pay as per 7<sup>th</sup> CPC Pay Matrix : Cell No.\_\_\_\_Rs. \_\_\_\_\_
7. Nature of duties performed during last 7 years : \_\_\_\_\_  
: \_\_\_\_\_
8. Designation of Controlling Authority : \_\_\_\_\_
9. Address of Controlling Office with contact No. : \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_

**F. DECLARATION:**

I solemnly declare the statements and details given above in the application form are correct to the best of my knowledge and belief. In case, any of the details in the application form are found false at a later stage, my candidature/appointment may be cancelled/withdrawn. I am fully aware that the appointment in the Samiti bears an All India Transfer Liability and I am likely to be posted anywhere in India.

(Signature of the Candidate)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**FOR USE OF FORWARDING OFFICE / AUTHORITY**

It is certified that details provided by the applicant as mentioned above are correct as per records. No disciplinary case pending or contemplated against Mr. / Ms. \_\_\_\_\_. If selected, the individual will be relieved immediately. Details of year-wise ACRs/ APARs grading are of the applicant are as under: -

<b>PERIOD</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>GRADINGS</b>					

The copies of ACRs/ APARs of Mr. /Ms. \_\_\_\_\_ for preceding 05 years i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 are enclosed.

(Signature & Seal of forwarding Authority)

Name \_\_\_\_\_

Designation \_\_\_\_\_

**EXPERIENCE CERTIFICATE**

(in chronological order)

**Name of candidate:** \_\_\_\_\_

Sl. No.	Post Held	Organization Name	Type of Organization [Central / State / Semi Govt.]	Pay Level [as per 7 <sup>th</sup> CPC in CDA pattern]			Present Basic Pay	Nature of Duties	Period	
				Pattern [CDA / IDA]	Pay Level in Parent Deptt.	Pay Level (Equivalent) to 7 <sup>th</sup> CPC Pay matrix (CDA scale)			From	To
Total Experience in Pay Level-8 and above of 7 <sup>th</sup> CPC for CDA Scale: ____Year(s)____Month(s)										

(Signature & Seal of issuing Authority)

Name \_\_\_\_\_

Designation \_\_\_\_\_

**LIST OF DOCUMENTS TO BE ENCLOSED**

- A. Educational Qualifications
  - 1. Matriculation Certificate (Class X Pass Certificate)
  - 2. Class XII Pass Certificate
  - 3. Bachelor's Degree in Commerce from a recognized University
  - 4. Certificate of other educational qualifications such as UG, PG, etc.
- B. Document in support of Date of Birth.
- C. Valid Identity proof of the candidate issued by Govt.
- D. Experience Certificate in the prescribed format (**Annexure-A**) for service rendered in the Govt. organization including from present organization.
- E. Equivalency Certificate of CDA and IDA scale, in case, candidate serving in departments where IDA scale is application.
- F. Any other relevant documents.